

Addendum 1:

Major Duties and Responsibilities

“Disclaimer: This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.”

1. ADMINISTRATIVE MANAGEMENT (80%)

Funding Management

- Provides administrative guidance to American Officers and FSN staff on appropriate use of post resources, funding, staff facilities and equipment in the development and implementation of the DHS/ICE/HSI/ERO country program.
- Administers the DHS/ICE/HSI/ERO budgets of over \$500,000 and special project accounts of up to US\$500,000.
- Prepares the annual budget execution request, prepares forecasts and analysis of resource use rates.
 - o Since DHS/ICE components are non-service agencies, accountability of funds are the incumbent’s responsibility; therefore incumbent maintains detailed records of expenditures and liquidation documents.
- Independently initiates requests for object class realignment based on analyzed needs of DHS/ICE.
 - o This coordination is made directly with HQ at Washington DC.
- Manages, researches, plans and prepares all requests for office and vehicular equipment, and all expendable supplies, including required maintenance.
- Coordinates and consolidates the development, formulation, execution and review of Attaché Budget.
 - o Assignments include but not limited to operational/investigative and imprest funds to ensure proper utilization in accordance with the ICE service regulations and guidelines.
- Monitors and analyzes expenditures charged to DHS/ICE and others by the State Department via the Foreign Affairs Administrative Services (FAAS) agreement established by the American Embassy.

Management Advisory

- Analyzes, evaluates, and recommends procedures, methods and/or systems to improve the effectiveness and efficiency of administrative management program objectives.
- o Assignments include but are not limited to the following: Interpreting, explaining and advising the Attaché concerning DHS, State Department and local Embassy administrative directives
- o Implementing management policies and administrative procedures.
- o Advising the Attaché concerning the Records Management Control and Disposition Program and administers the same.
- o Provide administrative oversight of vetted investigative police unit.

Property Management

- Maintains property control records on non-expendable supplies and all equipment under the administrative control of DHS/HSI /ERO.
- Validates status of equipment and material on loan to host country law enforcement agencies and prepares immediate notification reports to HQ Washington in the event of observed loss or damage to capitalized and non-capitalized equipment.
- Maintains and controls the inventory of equipment and vehicles and ensures efficient use of all resources.
- Handles excess inventories by regulated disposal means, solves shortages as required, and determines needs for office equipment and prepares requests/justifications for procurement actions pursuant to regulations.

Manages Fleet Vehicle & Fleet Credit Cards

- Manages DHS/ICE fleet vehicles, including preventive and urgent maintenance, vehicles files, accident reports, and insurance.
- Responsible in keeping records of each fleet vehicle assigned credit card for repairs and maintenance.
- Program regular maintenance; keep vehicles file records, process parking space payments.

ICASS

Serves as expert advisor to DHS/ICE in all matters pertaining to both ICASS services, ensuring proper billing before payment approval.

Ensures all services contracted are delivery.

Advises U.S. officers of any discrepancies in billing and services received.

Review services required for each fiscal year, analyzing each agency needs.

BPA Control Officer

- Incumbent serves as the control officer for all Blanket Purchase Agreements (BPA) signed by DHS/ICE.
- As control officer will correspond directly with the contractors, conduct on-site visits, hold meetings with the contractor, approve any technical data submitted by the contractor, provide direction to the contractor in technical matters, which are within the scope of the contract as written, or will not affect cots, period of performance, or other terms and conditions of the contract.
- Maintains a file documenting actions, correspondence, reports, billing statements, process payments according to the BPA, coordinate post decisions relating to the contract.
- Prepare final summary and evaluation statements for contract closeout.

Imprest Fund

- Manages the imprest fund of U.S. \$1,000.00.
- Processes bills payments according to post guidelines.
- Keep files of the three different accounts use for the imprest fund, ensuring proper charging by funding and object class.
 - o This funding includes DHS/ICE/HSI, DHS/ICE/HSI Vetted Unit, DHS/ICE/ERO and Secure Communities funding.
- Processes reimbursement of imprest fund in accordance with post guidelines.
- Incumbent is custodial and responsible for the imprest fund assigned.

Office Space and US Officer's Residences

- Responsible for rent payments, repairs, programmed maintenance or urgent requests of DHS/ICE office installations and residences in San Salvador.

Personnel Management

- Serves as advisor and resource person for the Attaché, ensuring that personnel management responsibilities are carried out, regulations are adhered to and problems/issues are resolved by coordination either with Headquarters or the Embassy's local Personnel Office. Assignments include but are not limited to the following:
 - o Provides guidance and assistance to newly assigned American employees, and their families regarding acclimation to their new post of duty.
 - o Provides guidance and assistance for enrollment of American employee's children in local school systems, and arranges appropriate payment of school fees through the Embassy.
 - o Coordinates home leave arrangements for American employees to include authorization cable requests and travel arrangements for employees and their immediate family.
 - o Coordinates and arranges student travel for dependents of American employees who are pursuing baccalaureate degrees in the United States.
 - o Analyzes funding authorizations with Headquarters and monitors the selection process. Assists employees in obtaining renewals of passports, visas, military identification, and military ration cards as needed.
 - o Manage time and attendance for ICE and FSN personnel.

Logistics/Automated Data Processing (ADP)

- Facilitates and coordinates all logistical activities, assuring that a variety of administrative services are provided.
- Ensures adequate administrative services are provided to include printing and reproduction; internal mail systems; messenger services; travel and transportation; telecommunications; and maintenance of DHS/HSI/ERO, State Department and Agency directives.
- Oversees the annual physical inventory of DHS/ICE property and equipment located in the DHS Offices and residences.
- Conducts periodic inventories of sensitive or special items or other property as deemed necessary.

- Monitors and evaluates effective and proper use of ADP Classified and/or unclassified word processing systems by employees.
- Monitors and evaluates local and General Services Administration sources of supply, ensuring compliance with Customs, Department of State, and General Services Administration regulations.
- Prepare travel requests for invitational travelers.
- Coordinate logistics of TDY personnel.
- Coordinate annual Self-Inspection Program.
- Maintain periodic local office server backups.
- Maintain service contracts and corresponding purchase orders for current fiscal year.

Intelligence/Investigative Activities

- Provides assistance to the Attaché and Assistant Attaché in the pursuit of investigations or inquiries.

Liaison Activities

- Responsible for a variety of liaison activities within and outside the immediate office setting.
- Coordinate logistics for meetings with Stakeholders.
- Organizes official/non official receptions and maintains contact with foreign government officials.

Physical/Document Security

- Maintains proper security levels for the office environment and for classified or restricted materials.
- Assists office personnel as document custodian or alternate for office.

2. COUNTRY CLEARANCE PROGRAM (10%)

- Assist Country Attaché with the country clearance program for all DHS/ICE/HSI/ERO arrivals, including maintenance of databases, SRS, schedules, plans and makes appointments, hotel arrangements, transportation and any other issues related to visitors.

3. MISCELLANEOUS FUNCTIONS (10%)

- Shares collateral duties with other FSN staff at DHS/ICE/HSI/ERO.
- Provides logistical support to FSN Investigators for any training, including acquisition of material, equipment, printing handout, preparation of power point presentations.